



---

NAE4-HA STATE OFFICER  
HANDBOOK  
2017-18 EDITION

## Table of Contents

Introduction/Purpose	3
Regional Director Leadership Team	3
Action Timeline	4
Team Resources	6
NAE4-HA Vision, Mission, Values	6
Communication is the Key	7
Communication Flow Chart	8
Membership Policies	9
JCEP	11
PILD	13
NAE4-HA Conference	14
Using Communication	15
Did You Know	16
Forms	16

## INTRODUCTION/PURPOSE

### NAE4-HA HANDBOOK FOR STATE ASSOCIATIONS

**Congratulations on being elected an officer in your state association!** It is a very important role, both for your State and National Association membership. This booklet is to help you with your new responsibilities, in particular how it relates to the National Association of Extension 4-H Agents. We hope you will take some time to read your NAE4-HA State Officer Handbook and use it as a helpful reference when you have questions about your new role.

**Have a wonderful experience and Good Luck!**

Sincerely,

The Regional Directors

[www.nae4ha.com](http://www.nae4ha.com)

### NAE4-HA REGIONAL DIRECTOR/STATE RELATIONS LEADERSHIP TEAM

Region	Term	Regional Director	Role	Phone	E-mail
West	16-18	Kathy Riggs	Finance	435.586.8132	<a href="mailto:kathleen.riggs@usu.edu">kathleen.riggs@usu.edu</a>
West	17-19	Nancy Shelstad	Communication	208.264.4597	<a href="mailto:shelstad@uidaho.edu">shelstad@uidaho.edu</a>
North Central	16-18	Diane Baker	Communication	309.756.9978	<a href="mailto:bakerd@illinois.edu">bakerd@illinois.edu</a>
North Central	17-19	Robert Kelly	Finance	574.533.0554	<a href="mailto:Kelly115@purdue.edu">Kelly115@purdue.edu</a>
South	16-18	*Rebecca Brewer-Thomas	Communication (Newsletter)	706.857.0744	<a href="mailto:rbt@uga.edu">rbt@uga.edu</a>
South	17-19	Kendriana Price	Communication	270.886.6328	<a href="mailto:kendriana.price@uky.edu">kendriana.price@uky.edu</a>
South	17-19	Jesse Bocksnick	Finance	501.671.2334	<a href="mailto:jbocksnick@uaex.edu">jbocksnick@uaex.edu</a>
Northeast	16-18	Becca Fint-Clark	Finance	304.291.7201	<a href="mailto:Becca.Fint-Clark@mail.wvu.edu">Becca.Fint-Clark@mail.wvu.edu</a>
Northeast	17-19	Bradley Kunsman	Communication	(610) 746-1970	<a href="mailto:bkunsman@psu.edu">bkunsman@psu.edu</a>

Written 1994 and updated annually by Regional Directors.

Updated October 2017

\*State Relations Chair

## ACTION TIMELINE

### NAE4-HA Timetable for State Associations

Date	Task	By Whom
Fall	<input type="checkbox"/> Arrange for state representation at regional meeting at National Conference, i.e. door prizes, displays, report, etc.	President
	<input type="checkbox"/> Attend National Conference <input type="checkbox"/> Attend State Officers Workshop at National Conference	All Officers
	<input type="checkbox"/> Collect membership dues and remind current State members to complete online Membership Renewal/Update Form <input type="checkbox"/> Recruit new members and have them complete the online New Member Profile Form <input type="checkbox"/> North Central and Northeast Regions: collect \$1 extra for hospitality fund; \$1 per NAE4-HA active member (not life members). This assessment contributes to the Regional Hospitality Account which supports expenses of the region not covered in the NAE4-HA budget for the state that hosts conference.	Membership Chair
November – December	<input type="checkbox"/> Submit request form for state visit/virtual visit via the online form. A minimum of 1 hour is requested on the program to justify travel expense <a href="http://www.nae4ha.com/forms">http://www.nae4ha.com/forms</a>	President or Professional Development Chair
December	<input type="checkbox"/> Indicate to your Regional Director-Finance, who your state scholarship recipient for JCEP will be. Majority of expenses will be paid. <input type="checkbox"/> Register for JCEP Conference	President or President-Elect
January 31 <i>Please Note: The due date is for both the membership application and the payment.</i>	<input type="checkbox"/> Designate state leadership including committee contact positions on the online membership enrollment spreadsheet <input type="checkbox"/> <b>Membership dues sent to:</b> NAE4-HA c/o CHMS 3801 Lake Boone Trail, Suite 190 Raleigh, NC 27607 <a href="http://www.nae4ha.com/forms">http://www.nae4ha.com/forms</a> <b>(Quotas for DSA &amp; ASA recipients are based on this date)</b>	Membership Chair
February 1	<input type="checkbox"/> Annual State Impact Report Form due to your Regional Director-Communications <a href="http://www.nae4ha.com/forms">http://www.nae4ha.com/forms</a>	President or President Elect
February	<input type="checkbox"/> Attend JCEP Conference <input type="checkbox"/> Encourage members to apply for NAE4-HA Leadership Positions (a letter of support is required from the State Extension Director and State Association President). <input type="checkbox"/> Indicate to your Regional Director-Finance who your state scholarship recipient for PILD will be. \$250 stipend <input type="checkbox"/> Register for PILD	President or President Elect

Date	Task	By Whom
January - February	<input type="checkbox"/> Encourage members to apply for awards and scholarships (including First Timer Scholarship to National Conference)	Member Recognition Chair
February	<input type="checkbox"/> Promote nominations for the Hall of Fame	President or President Elect
March 1	<input type="checkbox"/> State deadline for awards and scholarships (states may have an earlier deadline)	Member Recognition Chair
April 1	<input type="checkbox"/> National deadline for Service and Communicator awards and scholarships. Information to Regional Contact, including DSA, ASA, MSA, 25-Year Awards and First Timer Scholarship	Member Recognition Chair
April	<input type="checkbox"/> Attend PILD Conference	President or President Elect
Summer	<input type="checkbox"/> Encourage members to attend NAE4-HA Conference. Early bird registration deadline is typically between July 1-15 <input type="checkbox"/> Coordinate States Night Out for the NAE4-HA Conference <input type="checkbox"/> Application deadline for NAE4-HA Leadership Positions (90 days out from conference)	President, President Elect & State Leadership Team

### Continuous

Ongoing	<input type="checkbox"/> Maintain close communication with State Administration about State and National accomplishments and maintaining their support <input type="checkbox"/> Communicate with your Regional Directors on happenings in your State Association and/or your concerns and suggestions about NAE4-HA <input type="checkbox"/> Remind membership to read monthly eNewsletters/communications, these are sent out to membership list serve by the Executive Director. <input type="checkbox"/> Invite active participation in your State Association from the Life Members. They can provide a unique contribution. Lists of Life members may be obtained from Jim Thompson: <a href="mailto:execdir@nae4ha.com">execdir@nae4ha.com</a>	President or President Elect
	<input type="checkbox"/> Work together to build a strong State Association <input type="checkbox"/> Check out the NAE4-HA website for updates.	All
	<input type="checkbox"/> Keep membership database up to date with new members and State Leadership positions.	Membership Chair

## TEAM RESOURCES

### National Association of Extension 4-H Agents: Visions, Mission, Values

**Mission:** NAE4-HA is an inclusive, diverse organization engaging youth development professionals by:

- Providing cutting edge professional development through a variety of delivery methods
- Encouraging leadership development and mentoring across generations
- Cultivating networking to strengthen positive youth development programming globally
- Integrating scholarship, research, and practice

**Vision:** NAE4-HA is the global leader in building positive youth development professionals.

**Values:** Accomplishing our vision and mission requires many values; we choose to focus on the values of:

- Learning
- Inclusivity
- Excellence
- and the actions reflected in our professional standards

### Professional Development Opportunities

#### NAE4-HA Conference Dates

October 7-11, 2018

Hyatt Regency

Columbus, OH

November 2-9, 2019

The Greenbrier

White Sulphur Springs, WV

#### Joint Council of Extension Professionals (JCEP) Conference

February 14-15, 2018

Double Tree by Hilton

Orlando, FL

#### Public Issues Leadership Development (PILD) Conference

April 8-11, 2018

Hyatt Regency

Crystal City, VA

## COMMUNICATION IS THE KEY

Communication is the key to a fully functioning and effective State or National organization. This is especially true for the very diverse needs, structure, and effectiveness of the National Association of Extension 4-H Agents. To help you understand this communication flow and structure, this section is designed to familiarize you with how the organization and officers work together. If you do not understand something in this section, please contact one of your Regional Directors for clarification.

**NAE4-HA** - The purpose of our National Association is to advance the professional status of Extension 4-H Youth Development personnel; to encourage professional improvement of all Extension 4-H Youth Development personnel; to increase interest in Extension 4-H youth work as a career; to provide for exchange of ideas, methods, and techniques; to strengthen communications with Extension Administration; and to promote cooperation among all Extension personnel. NAE4-HA became incorporated on March 17, 1971.

**NAE4-HA PRIORITIES** - Professional Development, Personal Development, Member Services, Advocacy, Excellence, Professional Development, and Scholarship

**BOARD of TRUSTEES** - The board is made of elected and appointed active members of NAE4-HA. The board manages the business and property of the NAE4-HA Corporation. Included on the Board of Trustees are: Officers, Regional Directors, Standing Committee Chairs, Annual Conference Committee Chairs, and Board Liaisons. Not all board members are voting members.

**OFFICERS** - The officers of NAE4-HA include the Presidents Council (President, President-Elect, and Past President) and the Vice Presidents Council. The Vice Presidents Council is made up of five elected Vice Presidents, including Member Services, Programs, Finance and Operations, Marketing and Outreach, and Professional Development. Officers are elected electronically prior to the annual conference by the entire membership. Specific duties for each of the officers can be found on the NAE4-HA website.

**REGIONAL DIRECTORS** - The Board of Trustees of NAE4-HA include two Regional Directors from the Northeast, North Central, and West regions. The Southern region is represented by three directors. They are elected by and from the respective members in the region. If a region membership exceeds 1250 (including Life Members) that region shall have the option of an additional director (thus the South currently has 3 directors). Specific duties for the Board of Trustees are listed on the NAE4-HA website and in the Regional Director Handbook.

**BOARD LIAISONS** - Liaisons to the Board of Trustees currently include: representatives from the Life Members, Partner Member, Journal of Extension, National 4-H Council, National 4-H Activities Foundation, USDA/NIFA, and State Program Leaders. They provide information to the Board on related topics, but they do not attend all board meetings or vote.

**COMMITTEE CHAIRS and CHAIRS-ELECT** - The Committee Chairs are appointed by the Board of Trustees. They serve one year as a Chair-Elect then two years as Chair. NAE4-HA has six (6) standing committees: Policy and Resolutions, Professional Development, Public Relations and Information, Research and Evaluation, Life Member Committee and Member Recognition. The Committee Chair-Elects do not serve on the Board of Trustees. Specific duties for the Committee Chairs and Chair-Elects are listed on the NAE4-HA website.

**CONFERENCE MANAGEMENT** - A representative(s) from each of the next three conferences sits on the Board of Trustees. As a Conference Management Team they are allowed one vote. Specific duties for managing and hosting our Annual Conference are listed in the Conference Management Handbook.

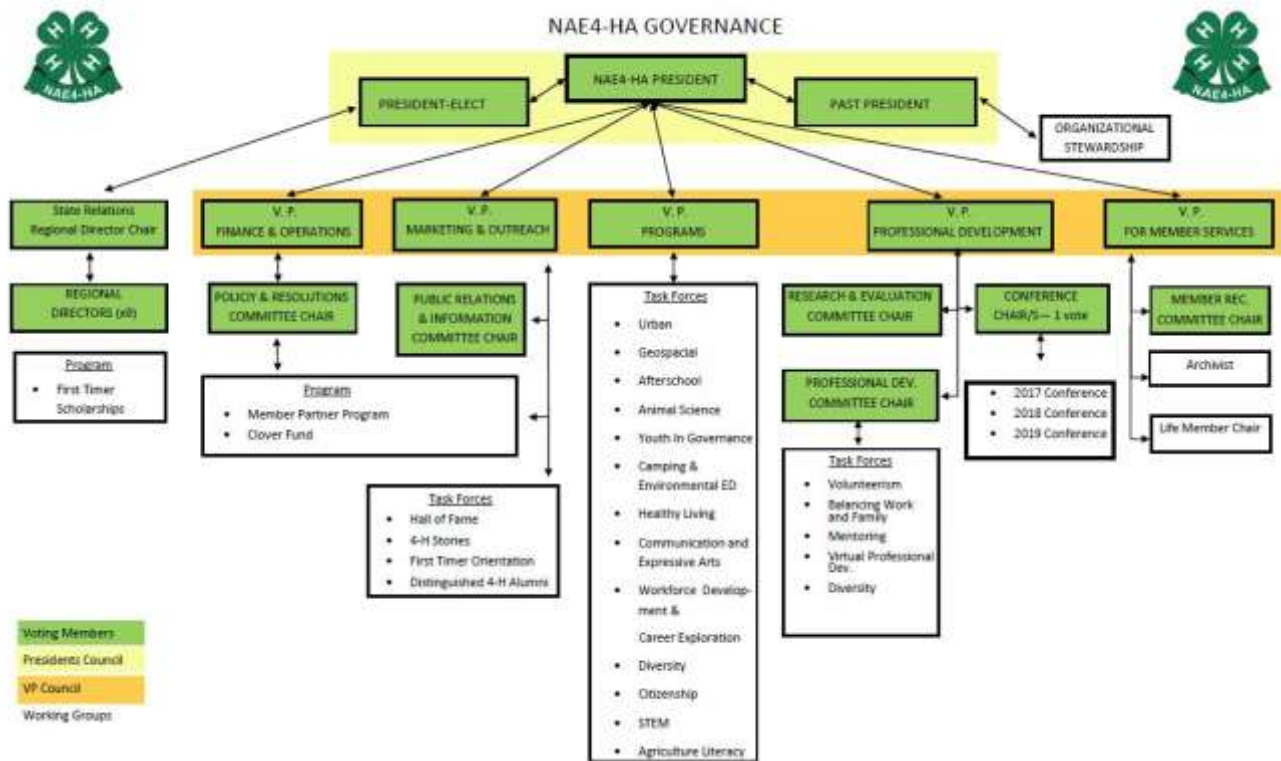
**REGIONAL COMMITTEE CONTACTS and CONTACT-ELECTS** - The Regional Committee Contacts are appointed by the Board of Trustees first as Regional Committee Contact-Elect for one year, then Contact for one year. There is one Contact and one Contact-Elect per region, per Committee including nominations. They do not serve on the Board of Trustees. They serve as a communication link between Committees and regions. These positions are determined for each Committee by the National Committee Chairs. (Example: Recognition Committee)

**STATE PRESIDENTS** - Specific duties for the Presidents are listed in this handbook. Each State is further asked to select Committee Contacts and Contact-Elects for the Committees listed in the chart below, including a Membership Contact.

**NAE4-HA MEMBERS** - There are five (5) classes of membership in NAE4-HA: 1) Active, 2) Affiliate, 3) Life, 4) Student, and 5) Partner. The definitions of memberships are listed in this handbook on the following page.

## COMMUNICATION FLOW CHART

Communication needs to flow both ways in order to keep the Association thriving and growing. The best way to give input about committees or committee direction is through the Regional Committee Contacts and Contact Elects. The best way to give input about concerns about the National Board and Association as a whole is through your Regional Directors. The officers may also be contacted, particularly in regards to donor, membership, or financial concerns.





# MEMBERSHIP POLICIES

## NAE4-HA has five (5) classes of membership:

1) Active      2) Life      3) Affiliate      4) Student      5) Partner

<b>2018 Dues:</b>	Active Member	\$ 80.00
	Life Member	\$240.00 (three times the renewal rate)
	Affiliate	\$ 80.00
	Student	\$ 40.00
	Partner	Determined by Level

### Active Members:

Current employees of the Extension Service in a professional status; assigned responsibility for 4-H youth development or professional interest in promoting and supporting the same. Full membership benefits include (pay full current dues amount) the ability to vote and to hold elected or appointed positions. Active NAE4-HA members who retire may complete that membership year as active members, with full membership benefits. (For the purpose of this organization, the Extension System is defined as NIFA, State/District/Territorial/Provincial Extension Service, National 4-H Council, Canadian 4-H Council or contracting organizations.)

NAE4-HA membership is allowed to individuals who meet national criteria for membership, but are not eligible for state membership. Member application is submitted to Regional Directors who verify Extension employment.

### Life Members:

There are two categories of Life Membership:

a) LIFE One-time payment of three times the current dues amount. Must retire from Extension (not merely move out of 4-H youth position). Life members have the rights and privileges of an active member. Active NAE4-HA members who retire may complete that membership year as active members. If a Life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

b) NAE4-HA PRESIDENT'S LIFE MEMBERSHIP - Upon completion of term of office, the out-going President will be awarded an Active membership into NAE4-HA for as long as they are employed by the Extension Service and then, upon leaving Extension employment, will receive life membership.

### Affiliate Members:

Includes adult professionals employed in Youth Development other than Extension; former NAE4-HA dues-paying members who were Active members but do not currently qualify for Active or Life membership; NAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as for Active members.

### Student Members:

Student members are individuals who are currently attending a college/university with full-time student status. Their dues are one-half the cost of the current dues amount. Student members may participate in Annual Meeting activities.

### Partner Members:

Partner members include donors, sponsors, and other contributors as outlined in the NAE4-HA Partner Member Application packet. Partner members do not qualify for other categories of membership and are non-voting, non-dues paying members of the association. Partner members may annually meet during the NAE4-HA Annual Conference to elect from amongst themselves one non-voting liaison to the NAE4-HA Board of Trustees.

The NAE4-HA Corporation will conduct an annual enrollment of members. The membership year shall be from the end of one Annual Meeting of the members to the end of the next Annual Meeting of the members. However, persons may be admitted to membership at any time during the membership year. Only Active and Life members in good standing of the Corporation shall be eligible to participate in its meeting, vote or hold elected or appointed positions therein. Membership in the Corporation shall be available without regard to race, color, religion, sex, age, national origin, or disability.

## **JCEP LEADERSHIP CONFERENCE**

### **JCEP - JOINT COUNCIL OF EXTENSION PROFESSIONALS**

#### **OBJECTIVES**

- To help orient State Presidents/State Presidents-Elect on structure, procedures, policies, dates, etc. of NAE4-HA.
- To provide an exceptional professional development opportunity for all members of NAE4-HA as well as for all members of the six (6) other member organizations of JCEP. The JCEP Leadership Conference is open to all members of all member organizations.
- To allow Regional Directors to become acquainted with States Officers to assist them in their role as a representative and to help the region function better together.
- To update state leadership on work done by NAE4-HA Committees and to promote the NAE4-HA Annual Conference.
- To provide an up-to-date report from representatives and to respond to concerns voiced from counties and states.
- To exchange ideas about State Associations and to provide opportunity for states to share their concerns and ideas.
- To make recommendations to NAE4-HA Board about the concerns within each region.

#### **WHO ATTENDS**

- One State Representative; the majority of expenses reimbursed by NAE4-HA as described below.
- NAE4-HA Regional Directors
- NAE4-HA President's Council or Representative determined by NAE4-HA President.
- NAE4-HA Committee Chairs - may attend the JCEP Conference at their own expense.

#### **JCEP LEADERSHIP CONFERENCE REIMBURSEMENT POLICY**

NAE4-HA Budget provides the following reimbursements:

- One Officer per state will be reimbursed to attend the JCEP Leadership Conference. First priority is provided to the State's President-Elect. The name of the states' designee must be sent to regions' Finance Regional Director.
- Funds are reimbursed as budget allows and are reimbursable in the order below. Receipts are required for all expenses including meals.
  1. *Registration Fees* – NAE4-HA will reimburse the registration fee at early bird rate for the designated State Representative. Receipt required.
  2. *Lodging* – Lodging reimbursements will be made to one officer from each state for half of a double occupancy for two nights of the JCEP Leadership Conference and a third night for travel if applicable and funds are available. Receipt required.
  3. *Travel* –
    - a. *Airfare* – Travel will normally be by common carrier following the most direct route and at economy or coach rate. Receipt required.
    - b. *Shuttles, taxi, etc.* – Please provide receipts for shuttle/taxi service between the airport and hotel.
    - c. *Mileage* – Reimbursed at the current NAE4-HA rate that is the current GSA rate. In a personal vehicle, mileage will be divided by the number of riders in vehicle. Online mapping service (such as Google Maps or MapQuest) will be used to verify mileage (attach along with receipts). You can also claim mileage to and from the airport if you travel by air.

- d. *Meals* – Reimbursement for meals will be made with receipts. Meal reimbursement is for meals not covered by the registration fee, within the conference timeframe.

#### **MEETING LOCATION/LENGTH**

JCEP selects sites based upon travel and cost. A major airport hub is considered along with hotel costs. The conference is two (2) days in length scheduled either in February or March. One day is focused on leadership professional development (selected by JCEP).

#### **PRESIDENTS SHOULD BRING TO REGIONAL WORKSHOP**

- Concerns or issues from your state
- State Officer's Handbook (this document)
- A copy of your completed State Impact Report Form (completed online by February 1)
- Additional information or reports as requested by Regional Directors

#### **AGENDA TOPICS (NAE4-HA & REGIONAL BREAKOUT MEETINGS)**

- Association updates provided by NAE4-HA President's Council.
- Sharing of State issues.
- Discussion of past and future NAE4-HA Annual Meetings.
  - Promotion of upcoming Annual Conference.
  - Planning input for upcoming Regional Meeting at Annual Conference.
  - Provision of Annual Conference schedule and State's Night Out information. (If available.)
  - Reminders of awards and recognition deadlines and committee involvement.
- Contact to include committee accomplishments and plans; obtain states input.
- Discussion on items of interest raised by participants.
- Solicit items for presentation at NAE4-HA Spring Board Meeting.
- Time for items from JCEP, ECOP, NIFA, and/or National 4-H Council Staff.
- Professional Development time to teach concepts, identify tools, discuss issues.
- Appointment of planning committee for Regional Meeting at Annual Conference.

#### **PROGRAM COORDINATION**

This JCEP Leadership Conference is a cooperative effort by Epsilon Sigma Phi (ESP), National Association of County Agricultural Agents (NACAA), National Association of Extension 4-H Agents (NAE4-HA), Association of Natural Resource Extension Professionals (ANREP), National Association of Community Development Extension Professionals (NACDEP), National Extension Association of Family and Consumer Sciences (NEAFCS), and National Association of Extension Program & Staff Development Professionals (NAEPSDP). The seven (7) associations will have joint as well as separate meetings. The conference will be planned by a JCEP planning committee. This unique partnership provides for an opportunity to exchange ideas, strengthen understanding, and collaborate on efforts where appropriate. Complete information can be found at [www.jcep.org](http://www.jcep.org).

# **PUBLIC ISSUES LEADERSHIP DEVELOPMENT CONFERENCE (PILD)**

## **OBJECTIVES**

- Designed for professional development and personal growth regarding the national political process.
- Interact with key leaders from USDA, NIFA and other agencies in Washington D.C.
- Gain techniques and practice skill for creating political and public support for the Cooperative Extension Service.
- Visit and communicate with decision makers on Capitol Hill
- Build confidence for teaching skills and techniques for sustaining political awareness at the local and state level

## **PARTICIPANTS**

- Extension Professionals in leadership positions of NACAA, NAE4-HA, NEAFCS, ESP, ANREP, NACDEP, and NAEPSDP
- Extension Professionals focusing on Public Issues Education
- Extension Professionals and volunteers interested in developing effective public issue teams
- Extension Professionals wanting to increase understanding of the Federal Extension System

## **COSTS and ACCOMMODATIONS**

- NAE4-HA provides a \$250 scholarship for one delegate per state – recipient's name submitted by February 15 to regions Finance Regional Director to receive scholarship. States are encouraged to support delegate's additional costs.
- Conference held in Washington D.C. during April or May at an area hotel. Capitol Hill visits included.

## **PREPARATION BEFORE CONFERENCE**

- Coordinate with other JCEP association representatives from your state.
- Contact state Extension Administration and discuss report to Congressional Representative. Make appointments with Congressional Representatives according to agenda times.
- Work with State Team members to create Extension fact sheet to hand legislators.
- Come prepared to share programs your state association has presented in public issues education or other state success stories in this area.
- Think about how you might apply or share the seminar information after you return.

## **PROGRAM COORDINATION**

The Joint Council of Extension Professionals (JCEP) sponsors the Public Issues Leadership Development Conference. JCEP is an organization for extension professional organizations which include Epsilon Sigma Phi (ESP), National Association of County Agricultural Agents (NACAA), National Association of Extension 4-H Agents (NAE4-HA), Association of Natural Resource Extension Professionals (ANREP), National Association of Community Development Extension Professionals (NACDEP), National Extension Association of Family & Consumer Sciences (NEAFCS), and National Association of Extension Program and Staff Development Professionals (NAEPSDP). JCEP's mission is to promote communication, cooperation, and professionalism among all Extension Educators.

## NAE4-HA CONFERENCE

The NAE4-HA Conference is held annually (typically late fall) and provides an excellent opportunity for professional and personal development. The following tips for before, during, and after the conference activities will help your state delegates get the most from this opportunity.

### BEFORE ATTENDING THE CONFERENCE

- Refer to the eNewsletters for conference information and registration.
- Contact state members to ascertain who is planning to attend and ask each participant to attend a specific national committee meeting at the conference.
- Make contact with members regarding State's Night Out. The host state(s) will have a list of suggestions for your members to consider. Make your reservations early!
- Make sure your states' representatives know when the NAE4-HA business meetings are scheduled throughout the conference and encourage all to attend these important sessions as well as your Regional Meeting.
- Prepare for any role or responsibility you or your state may have for the Regional Meeting
- Contact your state Extension Service/University Administrators to invite them to attend the NAE4-HA Conference.
- Invite First Timers to sign up for and attend first timer's event.
- If impossible for you to attend, let your Regional Director know and designate a State Delegate to fulfill your responsibilities and gather information for you.

### DURING THE CONFERENCE

- If available check your state's mail box in the Conference operations headquarters on a daily basis (and before heading for home) for messages and other printed information.
- Make contact with your state participants - especially the first timers to make sure they know where things are and what meetings are most important to attend for maximum benefit.
- Take advantage of States' Night Out to build comradery among your state delegates.
- If applicable, assist with the registration of members from your state for voting purposes at the Regional Meeting.
- Provide recognition of state winners, DSA, ASA, Communicator awards, etc.
- Make sure State Association Officers and/or Representatives attend the officers' training workshop held during the conference.
- Thank donors and exhibitors for participating.

### AFTER THE CONFERENCE

- Have a plan in mind for sharing the information you and others from your state gained at the Conference.
- Write a follow-up email/summary of the Conference to those co-workers who were unable to attend, noting the highlights. Conference highlights might also be sent to your State Administrators who were unable to attend as well.
- Write an article about Conference for your State's Association Newsletter.
- Encourage other attendees to share their views of the Conference.
- Send donor "thank you" notes.

The NAE4-HA Conference is one of the best professional development opportunities available. To make the most of it, do a little planning before you go, enjoy the many opportunities while you are there, and share what you've gained when you return.

## USING COMMUNICATION TO OPEN DOORS

### Relating To State Administrators

Your State Administrators can be a tremendous support to your efforts as Youth Development Professionals. The key to gaining and maintaining their support is clear, consistent information and communications regarding 4-H – its mission and purpose in your state and throughout the nation. The NAE4-HA Public Relations & Information Committee develops and distributes information relative to the National Association and its purposes to youth development. In the effort to keep your State Administrators up to date, consider the following steps:

- Invite them to join NAE4-HA and your State Association.
- Invite your State Administrator(s) to attend the NAE4-HA Conference.
- Encourage Administrators to attend your State Association meetings and professional development activities.
- Send your Administrators a copy of your state's newsletter.
- Refer to the NAE4-HA website for more specific ideas for communicating with your states' administrators. [www.nae4ha.com](http://www.nae4ha.com)

### State Visits

Regional Directors would like to visit all states on a rotational basis every three (3) to four (4) years as budgets and time allow. State visits can either be requested by the host state or suggested by the Regional Directors. State visits are paid for in the following way: 1) NAE4-HA pays for all transportation costs to and from the host state and 2) State pays for meals, lodging, etc. while director is in host state. Regional Directors should have a minimum of one hour on the program to justify the costs of the visit. The purposes of state visits are to:

- Bring NAE4-HA Board happenings to the state membership.
- Assist state organizations with membership concerns or questions concerning their involvement with NAE4-HA and/or current NAE4-HA issues.
- Conduct educational seminars or programs as requested by host state(s).
- Work with host state(s) officers to enhance or encourage National involvement and leadership by the host state's membership.
- Promote the NAE4-HA National Conference.
- Provide suggestions for strengthening the State Association.

### State Leadership Updates on Membership Database

Regardless of when your State Association elects officers, you can now keep your leadership team updated and in the communication links with National NAE4-HA committees. State officers, Committee Contacts and Contact-Elects will be identified in each member record. This identification will enable Committee Chairs, Regional Contacts and Regional Directors to collect appropriate leadership team contact info.

Email addresses for members in this database are extremely helpful. With technology, we are able to email all members regarding issues of national importance, as well as National Conference reminders.

Check our website monthly for other news, information, award applications, documents and other forms.

## DID YOU KNOW...

This section is a brief listing of some of those terms and information that you may have heard about, but that you don't know enough about to explain to others! So here goes...

- **SLRP** stands for the Strategic Long Range Plan designed for NAE4-HA by the membership. The mission, vision, and specific goals have been established as a guide for us in the future and are listed on the following page. Your state association may want to use these as a guide for your work and efforts as a state.
- **Impact Report** is an annual synopsis of the accomplishments and impacts of NAE4-HA against our SLRP. It is compiled by the Board of Trustees and distributed at the Annual Conference.

## COMMONLY USED ABBREVIATIONS

<b>JCEP</b>	Joint Council of Extension Professionals
<b>NAE4-HA</b>	National Association of Extension 4-H Agents
<b>NACAA</b>	National Association of County Agricultural Agents
<b>NEAFCS</b>	National Extension Association of Family and Consumer Sciences
<b>ESP</b>	Epsilon Sigma Phi
<b>ANREP</b>	Association of Natural Resource Extension Professionals
<b>NACDEP</b>	National Association of Community Development Extension Professionals
<b>NAEPSDP</b>	National Association of Extension Professionals and Staff Development Professionals
<b>ASA</b>	Achievement in Service Award
<b>DSA</b>	Distinguished Service Award
<b>MSA</b>	Meritorious Service Award
<b>CYFAR</b>	Children, Youth and Families at Risk
<b>ECOP</b>	Extension Committee on Organization and Policy
<b>PRKC</b>	Professional Research and Knowledge Competencies knowledge and skills underpinning the Youth Development Profession
<b>JOE</b>	Journal of Extension
<b>JYD</b>	Journal of Youth Development
<b>APLU</b>	Association of Public & Land-Grant Universities
<b>NIFA</b>	National Institute for Food and Agriculture
<b>USDA</b>	United States Department of Agriculture

## FORMS

The following forms are found on the NAE4-HA website at: [www.nae4ha.com](http://www.nae4ha.com)

- State Officer and Committee Chair Reporting Form
- State Visit Request Form
- Annual State Impact Report Form
- Membership Report Form